



**CLJ-CMS Court User Work Group**  
**News and Announcements**  
From meeting held March 22, 2017



The CLJ-CMS CUWG meeting was held via telephone conference on March 22, 2017.

**Project Updates:**

The project is in the midst of the RFP and coming up is Tier III – Site Visits. The Project Steering Committee has agreed to move forward with the two vendors, so our evaluators will be visiting two locations. These visits are scheduled to take place sometime during the last three weeks of April - logistics and dates are still to be determined.

Procurement emphasis for the evaluators and to those project staff assisting with the procurement process is to provide as much information as we can in order for the Project Steering Committee and JISC to make an informed decision.

The project team has been focusing on building implementation strategies by working on deployment, conversion, and training strategy documents so that when we have a vendor on board we are prepared.

Ms. Lenora Sneva is the project's new Organizational Change Management (OCM) Coordinator. She started with the AOC on March 1<sup>st</sup> and is a great addition to the project team. She will be focusing on communication and outreach regarding this project.

In addition, to raise project awareness and minimize the risk associated with organization change management, we are expanding our communication outreach to stakeholders, providing information on the work activities of the project and seeking feedback from all those who will be impacted by the implementation of a new court system.

A Project Risk Watch regarding solutions integration needs was raised by the project's independent Quality Assurance contractor and is being monitored.

The project is on track with its timeline and no adjustments need to be made at this time.

**Court Business Office (CBO) Report:**

The team has worked with Mr. Walsh, Mr. Mejia, and Ms. Mills to prepare draft questions and scoring for the Tier III on-site visits that the evaluator teams will review and finalize. In addition, the team has been doing preparation work for the future and is

currently working on documenting potential areas for Gap Analysis by looking at the responses from both vendors to determine where there are definite gaps, where there may be gaps, and what things to focus on during Gap Analysis.

They are also prepping some document templates and other forms for tracking, updating all materials for the next phase of the project, and reviewing business processes to see where process changes may need to be made once we have a vendor. These are some of the things the CUWG members will be reviewing at upcoming CUWG meetings.

Some of the team are working on cleanup reports, making a few tweaks to existing reports to add additional prompt options based upon feedback from the courts as well as two new reports recently released. Each time updates are completed, the Data Clean-up Roadshow materials are also updated, so everyone will have the most up-to-date versions.

Last year, our project team visited 36 different Washington State courts and probation departments and we are hoping to visit more this year. There are currently three site visits scheduled - Olympia Municipal, Shelton Municipal, and Lewis District. We are requesting approval to do additional site visits this summer while we have some time to be able to travel, prior to the beginning of Gap Analysis.

#### **Office of Change Management (OCM) Report:**

Some members of the team recently attended the BJA and Legislative receptions. These receptions were very informative and allowed the team to hand out new brochures and provide information about the project to the Judges, Senators, and Representatives in attendance. Some members also attended the DMCJA board meeting and handed out additional information regarding the project. In April, more team members will be at some of the upcoming DMCMA spring conferences to help spread the word about the project. There will also be representatives from the project at the upcoming MCA conference on May 1<sup>st</sup> in Spokane.

#### **Court User Work Group (CUWG):**

There will be no phone or in-person CUWG meeting next month, it is scheduled for an email update on April 26, 2017. The next planned in-person meeting is scheduled for June 28 - 29<sup>th</sup> at SeaTac.